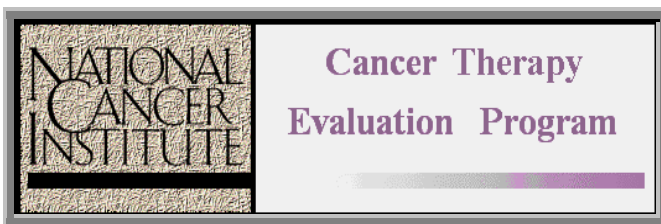


Cancer Therapy Evaluation Program, National Cancer Institute



CTMB Audit Information System - Clinical Trials Monitoring Service Activities



**Capital Technology Information Services, Inc.
Version 1.0a — 12/30/98**



The Clinical Trials Monitoring Branch (CTMB) Audit Information System (AIS):

Cancer Therapy Evaluation Program (CTEP)

Division of Cancer Treatment, Diagnosis, and Centers (DCTDC)

National Cancer Institute (NCI)

National Institutes of Health (NIH)

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Introduction

This user guide takes you through accessing and using the Clinical Trials Monitoring Branch (CTMB) Audit Information System (AIS) to efficiently review audit scheduling, maintain the auditor list, and manipulate reports. The user guide is divided into five sections. It is assumed that the user has already accessed the CTMB AIS on the web site. The five user guide sections are as follows:

1. Introduction,
2. Reviewing Audit Scheduling Information,
3. Managing Clinical Trials Monitoring Service (CTMS) Auditors,
4. Managing Final Reports, and
5. Reviewing Reports.

Actions to be performed by the user are shown on the left side of the page. Illustrated examples of the steps performed are shown on the right side of each page.

Conventions

Specific terminology and rules of usage must be understood when following the step-by-step instructions in this user guide. The conventions adopted for use in this manual are as follows:

- **Select** A single click with the left-most mouse button,
- **Double-click** A double-click of the left-most mouse button,
- **Bold** Indicates the exact screen name of the item you are clicking,
- *Italics* Indicates the exact screen name of an item on the screen which appears as a direct result of a user action
- "Data" Information in quotes indicates data that is typed by the user,
- <Key name> Indicates the name of the key that should be pressed, and
- Underline indicates information that must be replaced by specific text by the user.

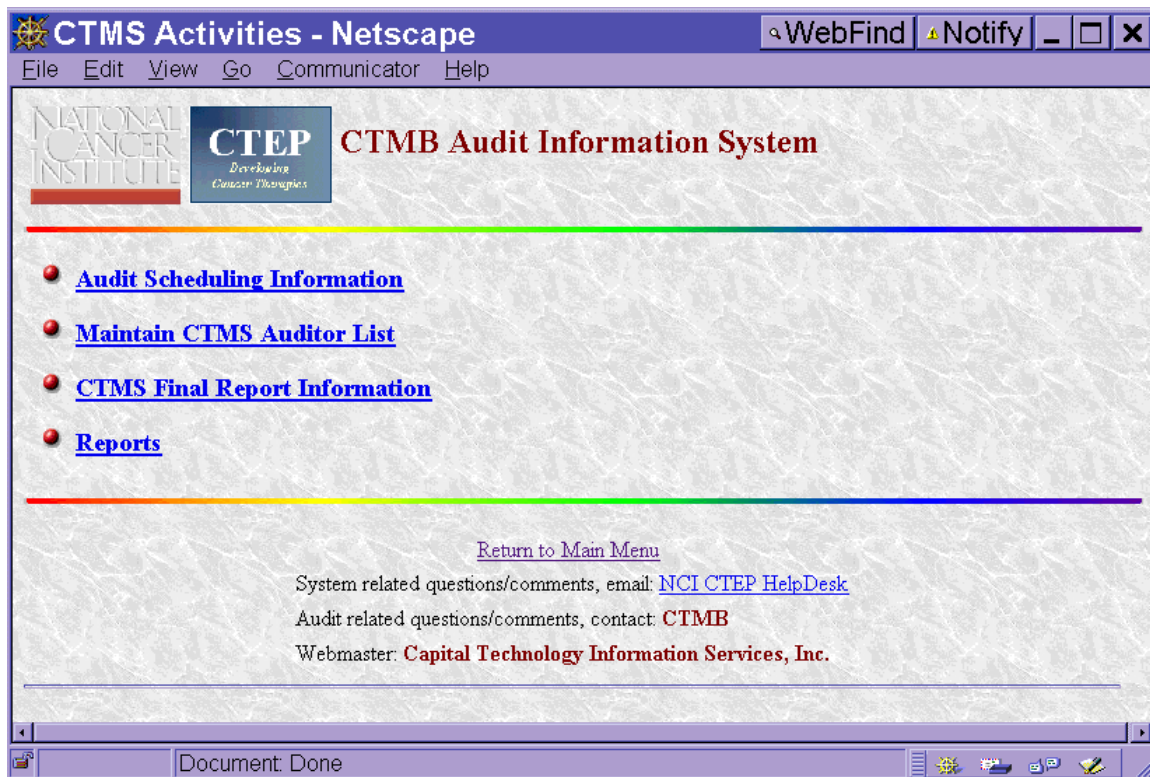
Web Page Description

The CTMB AIS web pages are divided into distinct areas, or, frames. As the pointer arrow is moved across the Web page, it will turn into a pointing finger when it "points" at an area that may be selected and accessed. Do not attempt to type in any area in which a colored cursor appears. Acceptable data entry areas will display a black, static cursor when they are selected. You may return to the main menu at any time during the audit process by selecting **Back** at the top of any window, or **Return to Main Menu** at the bottom of any window. The scroll bars to the right and bottom of the window may be used to view data that is off screen.

Field names in *plain text italic* are optional entry fields. Field names displayed on the screens in **bold text** are required entry fields, except for the Query forms. The Query form field names are all displayed in bold text, but are not required entries.

From any menu on the CTMB AIS, the user may select **Return to Main Menu** to return to the CTMB Audit Information System main menu. Also located at the bottom of each menu is the option to send email with any questions or comments to NCI's CTEP Help Desk. These options may be selected pointing and clicking.

The following is the Main Menu for the CTMB AIS.



CTMB AIS Web Page

Standard On-Screen Function Keys

Specific keys will appear on windows throughout the CTMB AIS web pages. These keys will always perform in the same manner when selected. The following is a listing of these standard keys and the function they perform when selected:

Clear	Clears any user entered data from the displayed window
Delete	Deletes the user specified information
Find	Finds the user specified information
Last	Takes the user to the last page of information when multiple pages are involved
New	Displays a new form or screen
Next	Takes the user to the next displayed screen of information when multiple pages are involved
Previous	Takes the user back to the previously displayed screen of information when multiple pages are involved
Requery	Provides another count of the information displayed
Save	Saves any user entered information currently entered on a form

Adobe Acrobat Reader

The software product, Adobe Acrobat Reader, is used in conjunction with the CTMB AIS to review and print reports. An option has been added to the applicable menus to allow you to download a free copy of this product.

Reviewing Audit Scheduling Information

The CTMS may review the audit scheduling information. Changes cannot be made from these windows. Only Cooperative Groups can schedule an audit for their members. The following sections take you through the processes involved in reviewing audit scheduling information.

View CTMS Assigned Audit Information

This section provides specific instructions for viewing CTMS assigned audit information. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

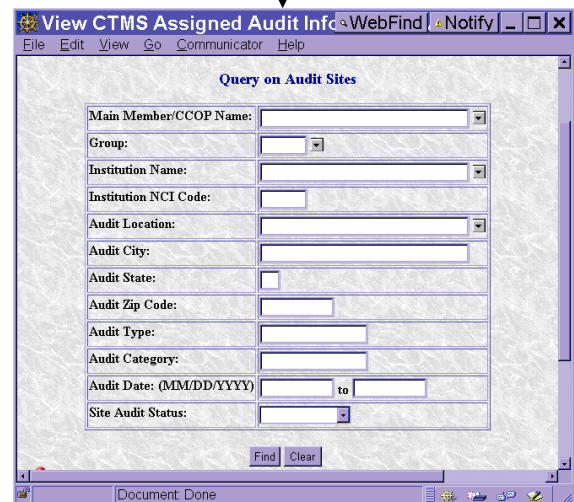
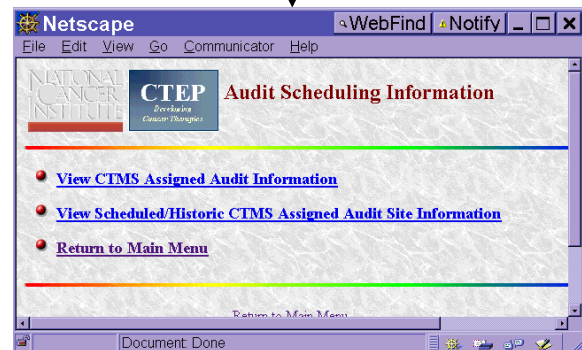
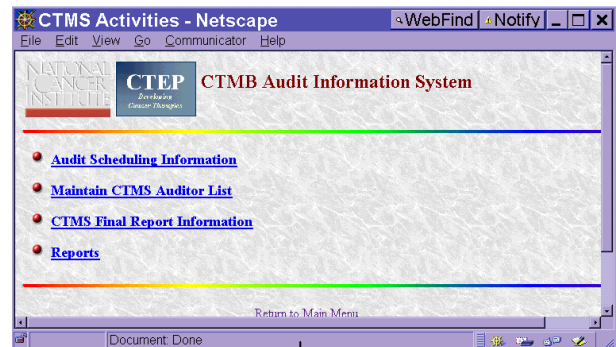
The *Audit Scheduling Information* window appears.

2. Select **View CTMS Assigned Audit Information** from the **Audit Scheduling Information** window.

The *Query on Audit Sites* window appears.

3. Click on the **Main Member/CCOP Name:** field down arrow to search for the main member/CCOP name.

The *List Of Values: Main Member/CCOP Name* window appears.



4. Select the main member/CCOP name from the list on the left.

OR,

5. Type a known part of the name in the **Search criterion for Main Member/CCOP Name** field using the wildcard % for the unknown portion, select **Find**, and select the main member/CCOP name when it is found.

The *List Of Values: Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name*: field of the *Query on Scheduled Audits* window.

6. Click on the **Group:** down arrow to search for the main member/CCOP name.

The *List Of Values: Group* window appears.

7. Select the group name from the list on the left.

OR,

8. Type a known part of the group name in the **Search criterion for Group** field using the wildcard % for the unknown portion, select **Find**, and select the group name when it is found.

The *List Of Values: Group* window is removed from the screen and the selected name is displayed in the *Group:* field of the *Query on Audit Sites* window.

Main Member/CCOP Name	Main Member/CCOP NCI Code	City
ALASKA CLINIC	AK003	Fairbanks
BAYLOR COLLEGE OF MEDICINE	TX041	Austin
CITY OF HOPE MEDICAL CENTER	CA043	DUARTE
CITY OF HOPE	CA043	DUARTE

Group
ACOSOG
AMC
BRMP
BTCG
CALGB
CCG
ECOG
EORTC
GOG

9. Click on the **Institution Name:** down arrow to search for the institution name.

The *List Of Values: Institution Name, Institution Name Code* window appears.

10. Select the institution name from the list on the left.

OR,

11. Type a known part of the institution name in the **Search criterion for Institution Name** field using the wildcard % for the unknown portion, select **Find**, and select the institution name when it is found.

The *List Of Values: Institution Name, Institution Name Code* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Audit Sites* window. The *Institution NCI Code:* field is also filled in.

12. Click on the **Audit Location:** down arrow to search for the audit location.

The *List Of Values: Audit Location, Audit City, Audit State, Audit Zip Code, Audit Type, and Audit Date* window appears.

Institution Name	Institution NCI Code	Membership Type	Me Me NC
AKRON GENERAL MEDICAL CENTER	OH053	Affiliate	OH
ALASKA CLINIC	AK003	Main Member	AK
ALBANY MEDICAL CENTER	NY117	Main Member	NY
ALBANY MEDICAL	NY119	Main	NY

13. Select the audit location from the list on the left.

OR,

14. Type a known part of the audit location in the **Search criterion for Audit Location** field using the wildcard % for the unknown portion, select **Find**, and select the audit location when it is found.

The *List Of Values: Audit Location, Audit City, Audit State, Audit Zip Code, Audit Type, and Audit Date* window is removed from the screen and the selected audit location is displayed in the *Audit Location:* field of the *Query on Audit Sites* window. The *Audit City:*, *Audit State:*, *Audit Zip Code:*, *Audit Type:*, and *Audit Date:* fields are also filled in.

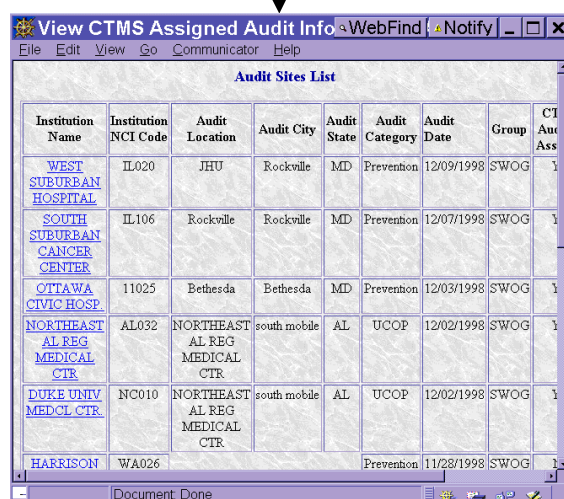
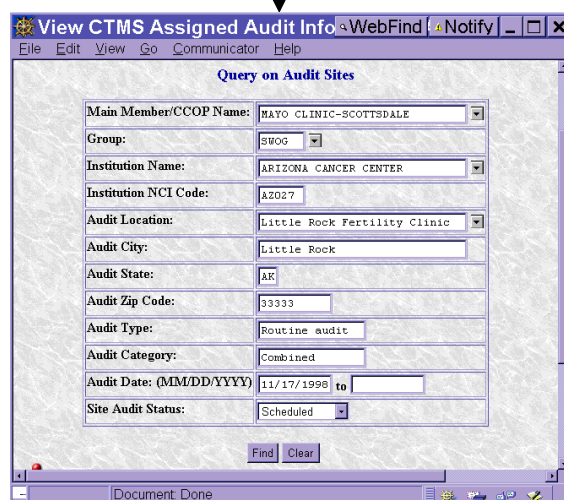
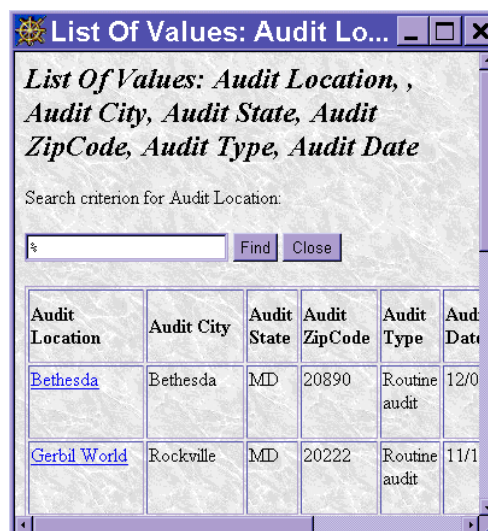
15. Enter **Treatment, Prevention, Combined,** or **UCOP** in the **Audit Category:** field.

The selected category appears in the field.

16. Click on the **Audit Status:** field down arrow and select **Scheduled, Re-scheduled,** or **Ongoing.**

The selected status appears in the field.

17. Select **Find** from the bottom of the **Query on Audit Sites** window.



View Scheduled/Historic CTMS Assigned Audit Site Information

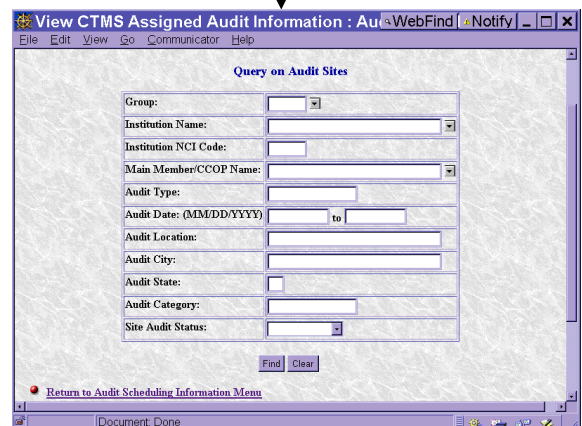
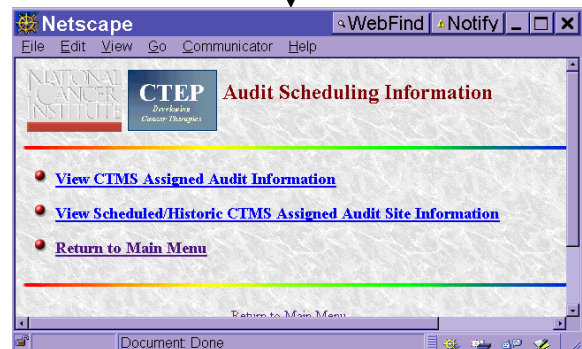
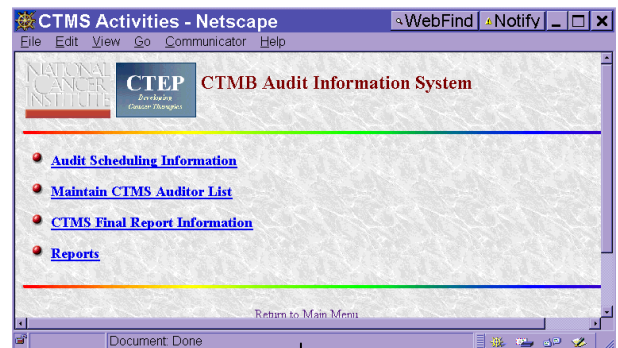
You may view all scheduled and historic CTMS audit site information through the CTMB AIS. This section covers accessing and reviewing the scheduled and historic information on audit sites. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

The *Audit Scheduling Information* window appears.
2. Select **View Scheduled/Historic CTMS Assigned Audit Information** from the **Audit Scheduling Information** window.

The *Query on Audit Sites* window appears.
3. Click on the **Group:** down arrow to search for the main member/CCOP name.

The *List Of Values: Group* window appears.



4. Select the group name from the list on the left.

OR,

5. Type a known part of the group name in the **Search criterion for Group** field using the wildcard % for the unknown portion, select **Find**, and select the group name when it is found.

The *List Of Values: Group* window is removed from the screen and the selected name is displayed in the *Group:* field of the *Query on Audit Sites* window.

6. Click on the **Institution Name:** down arrow to search for the institution name.

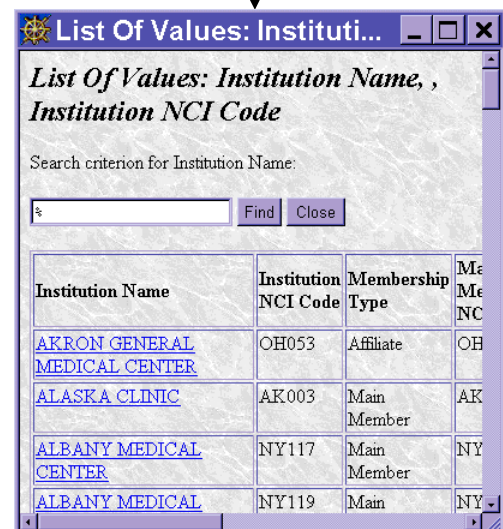
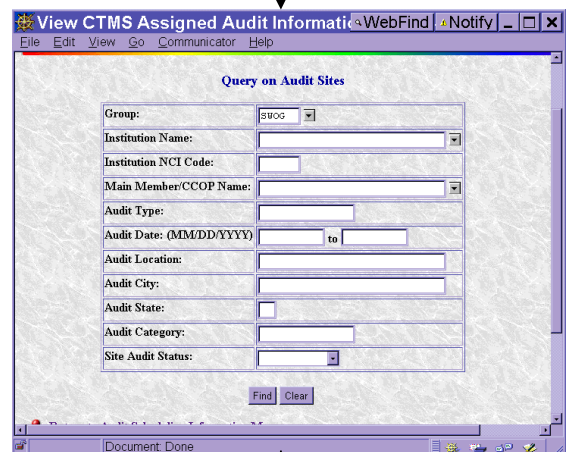
The *List Of Values: Institution Name, Institution Name Code* window appears.

7. Select the institution name from the list on the left.

OR

8. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Audit Sites* window. The *Institution NCI Code:* field is automatically filled in for the selected institution name.



9. Click on the **Main Member/CCOP Name:** field down arrow to search for the main member/CCOP name.

The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Date, Audit Location, Audit City, Audit State, Audit Zip Code* window appears.

10. Select the main member/CCOP name from the list on the left.

OR,

11. Type a known part of the main member/CCOP name in the **Search criterion Main Member/CCOP Name:** field using the wildcard % for the unknown portion, select **Find**, and select the audit location when it is found.

The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Date, Audit Location, Audit City, Audit State, Audit Zip Code* window is removed from the screen and the selected main member/CCOP name is displayed in the *Main Member/CCOP Name:* field of the *Query on Audit Sites* window. The *Audit Type:*, *Audit Date:*, *Audit Location:*, *Audit City:*, *Audit State:*, and *Audit Zip Code:* fields are also filled in.

12. Enter **Treatment, Prevention, Combined,** or **UCOP** in the **Audit Category:** field.

The selected category appears in the field.

13. Click on the **Audit Status:** field down arrow and select **Scheduled, Re-scheduled,** or **Ongoing.**

The selected status appears in the field.

14. Select **Find** from the bottom of the **Query on Audit Sites** window.

Main Member/CCOP Name	Audit Type	Audit Date	Audit Location	Audit City
ALASKA CLINIC	Routine audit	11/28/1998		
ALBERT EINSTEIN COLL. OF MED	Reaudit	11/18/1998		

Institution Name	Institution NCI Code	Audit Location	Audit City	Audit State	Audit Category	Audit Date	Group
BETH ISRAEL MEDICAL CENTER	NY003				Combined	11/18/1998	ECOG
OCHSNER COOP	LA040	Todd's World of Disinfectants	Germantown	MD	Prevention	11/20/1998	NSABP
WEST SUBURBAN HOSPITAL	IL020	JHU	Rockville	MD	Prevention	12/09/1998	SWOG
SOUTH SUBURBAN CANCER CENTER	IL106	Rockville	Rockville	MD	Prevention	12/07/1998	SWOG
OTTAWA CIVIC HOSP	11025	Bethesda	Bethesda	MD	Prevention	12/03/1998	SWOG
NORTHEAST AL REG MEDICAL CTR	AL032	NORTHEAST AL REG MEDICAL CTR	south mobile	AL	UCOP	12/02/1998	SWOG
DUKE UNIV MEDICAL CTR	NC010	NORTHEAST AL REG MEDICAL CTR	south mobile	AL	UCOP	12/02/1998	SWOG

Managing CTMS Auditors

All auditor names and particulars for auditor sites may be viewed through the CTMB AIS. Auditors may also be added and deleted as required. The following sections take you through the processes involved in managing CTMS auditors.

Add a CTMS Auditor

CTMS auditors may be added to the group of auditors currently listed on the CTMB AIS. This section covers adding a new auditor to the auditor list.

1. Select **Maintain CTMS Auditor List** from the **CTMB Audit Information System** window.

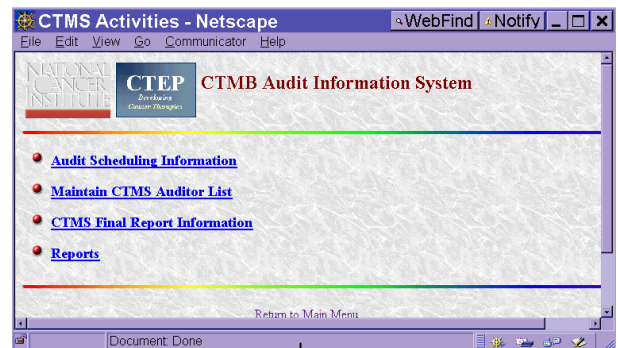
The *CTMS Auditors* frame listing the current auditors appears on the left. Details on the first auditor in the left list are displayed in the *CTMS Auditors* right frame.

2. Select **New** from the bottom of either *CTMS Auditor* frame.

The right frame provides a blank entry area for the new auditor information.

3. Type auditor name in the **Auditor Name:** field.
4. Type auditor title in the **Title:** field.
5. Type auditor affiliation in the **Affiliation:** field.
6. Type auditor email address in the **Email:** field.
7. Select **Save** from the bottom of the right frame.

Success is indicated and the new auditor information is displayed in the right frame.



8. Select **ReQuery** from the bottom of the left **CTMS Auditors** frame to update the list to include your new addition.

The left *CTMS Auditor* frame displays the new auditor information.

Note: You may need to use the **Next** option to scroll through the list of auditors to view your new addition.

CTMS Auditors

Barckner, Todd
Carl Jackson
Jack Doe
Jeff Dunham
T V Burckner
Todd Test 1
Todd Test 2
Tom Jackson
Victor2
Wally Cleaver

Records 1 to 10 of 10

ReQuery

CTMS Auditors

Success!
Row inserted

Auditor Name: Jack Doe
Auditor for: CTMS
Title: Auditor
Affiliation: SWOG
Email: jdoe@ctisinc.com

Save Delete Clear New

All data elements that are mandatory are in bold and that are optional are in italic

Delete a CTMS Auditor

Cooperative group auditors may be deleted from the group of auditors currently listed on the CTMB AIS. This section covers deleting an auditor from the auditor list.

9. Select **Maintain CTMS Auditor List** from the **Cooperative Group Auditor Information** window.

The *CTMS Auditors* frame listing the current auditors appears on the left. Details on the first auditor in the left list are displayed in the *CTMS Auditors* right frame.

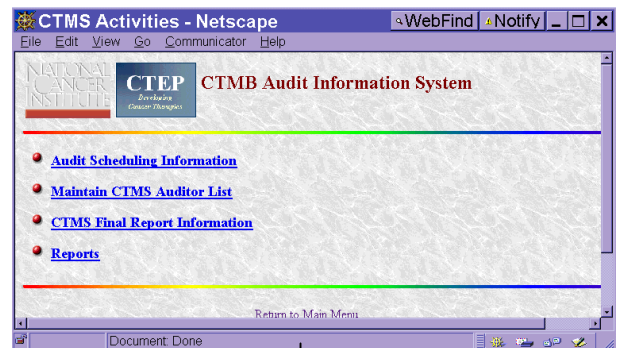
1. Select the auditor you wish to delete from the left frame.

The selected auditor information appears in the right frame.

Note: You may need to use the **Next** option to scroll through the list of auditors and locate the auditor you wish to delete.

2. Select **Delete** from the bottom of the right frame to delete the displayed auditor from the auditor list.

The *Please confirm the delete* dialog box appears.



3. Select **OK** to delete the selected auditor from the list.

Note: You may select **Cancel** to stop the deletion.

The right *CTMS Auditors* frame indicates that the deletion was successful.

Note: You may select ReQuery from the bottom of the left *CTMS Auditors* List frame to view the updated auditor list.

Managing Final Reports

Final reports for all audits must be submitted through the CTMB AIS. Through this system, you may prepare reports, review reports that have already been submitted, view/update final reports, and view final report comments.

Prepare Final Reports

Final reports must be prepared at the completion of an audit. This section covers preparation of the final report for an audit.

1. Select **CTMS Final Report Information** from the **CTMB Audit Information System** window.

The *CTMS Final Report Information* window appears.

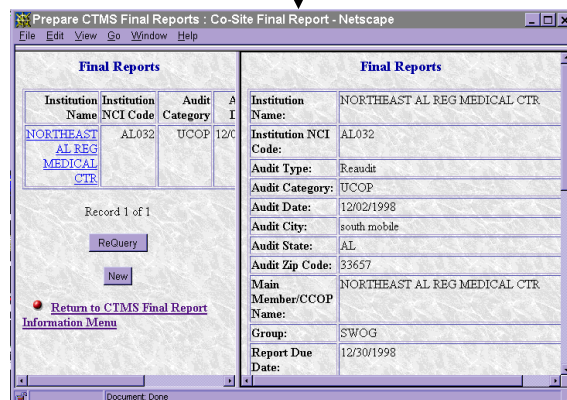
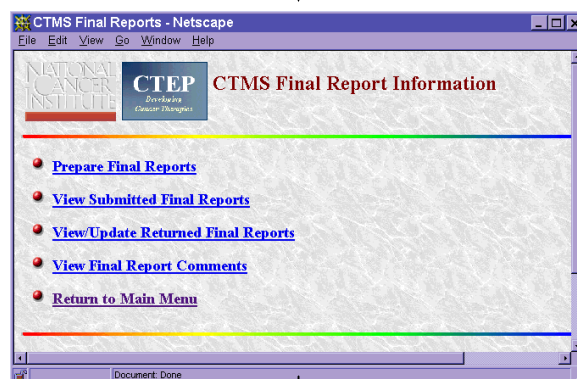
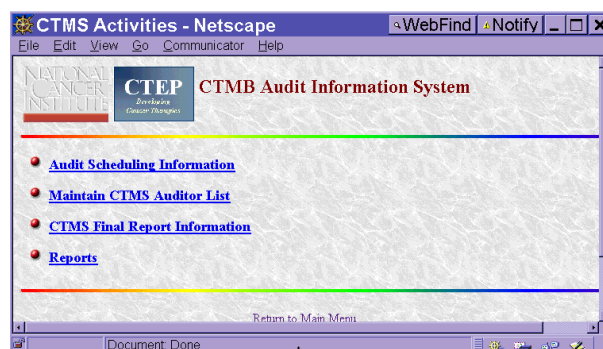
2. Select **Prepare Final Reports** from the **CTMS Final Report Information** window.

A *Final Reports* frame listing available final reports is displayed in the left frame and the right *Final Reports* frame shows specifics on the first final report in the left frame listing.

Note: Any report that has been started but that has not yet been submitted will appear in the left frame.

3. Select **New** from the bottom of either frame.

The *Enter a New Final Report* form is displayed in the right frame.



- Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name*, window appears.

- Select the institution name from the list on the left.

OR

- Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name*, window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Enter a New Final Report* frame.

- Type the name of the principal investigator in the *Principal Investigator:* field.
- Type the number of protocols that were reviewed in the *Number of Protocols Reviewed:* field.

Note: This is a numeric entry field.

- Type the number of cases that were audited in the *Number of Cases Audited:* field.

Note: This is a numeric entry field.

- Select **Save** from the bottom of the right frame.

Success is indicated and the *Final Report* frame on the right appears with the newly saved final report data.

Note: You may select ReQuery from the left frame to update the list.

Institution Name	Institution NCI Code	Audit Category
NORTHEAST AL REG MEDICAL CTR	AL032	UCOP

Record 1 of 1

ReQuery

New

Return to CTMS Final Report Information Menu

Enter values for new Co-Site Final Report record

Institution Name:

Principal Investigator:

Number of Protocols Reviewed:

Number of Cases Audited:

Save Clear

All data elements that are mandatory are in bold and that are optional are in *italic*

List Of Values: Institution Name

Search criterion for Institution Name:

% Find Close

Institution Name	Institution NCI Code	Audit Type	Membership Type	Audit Category
HARRISON MEMORIAL HOSPITAL	WA026	Routine audit	Affiliate	Prevention
WEST SUBURBAN HOSPITAL	IL020	Routine audit	CCOP Component	Prevention

Institution Name	Institution NCI Code	Audit Category
HARRISON MEMORIAL HOSPITAL	WA026	Prevention
NORTHEAST AL REG MEDICAL CTR	AL032	UCC

Records 1 to 2 of 2

ReQuery

New

Return to CTMS Final Report Information Menu

Success!
Row inserted

Institution Name: HARRISON MEMORIAL HOSPITAL

Institution NCI Code: WA026

Audit Type: Routine audit

Audit Category: Prevention

Audit Date: 11/28/1998

Main Member/CCOP Name: ALASKA CLINIC

Group: SWOG

Report Due Date: 12/26/1998

Principal Investigator: Jane Doe

Number of Protocols Reviewed: 25

Number of Cases Audited: 5

11. Select **Co-Site Auditors** from the bottom of the right frame.

The *Co-Site Auditors* frame appears in the left of the window listing any auditors that are scheduled to attend the audit as well as any cosite auditors. The right frame provides specific information on the first auditor listed in the left frame.

12. Select **New** from the bottom of either **Co-Site Auditors** frame.

A blank *Assign a New CTMS Auditor* frame appears on the right.

13. Click on the **Auditor Name:** field down arrow to select the new auditor.

The **List of Values: Auditor Name** window appears.

14. Select the auditor name from the list on the left.

OR

15. Type a known part of the name in the **Search criterion for Auditor Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired auditor name when it appears.

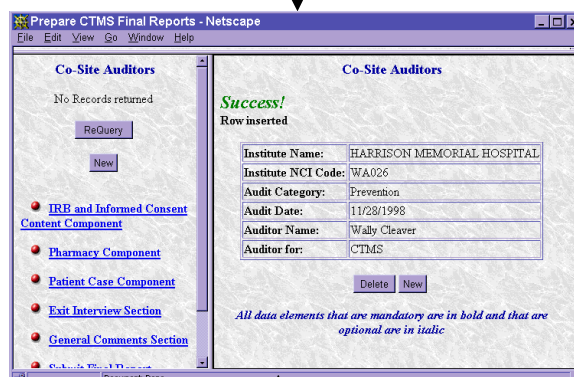
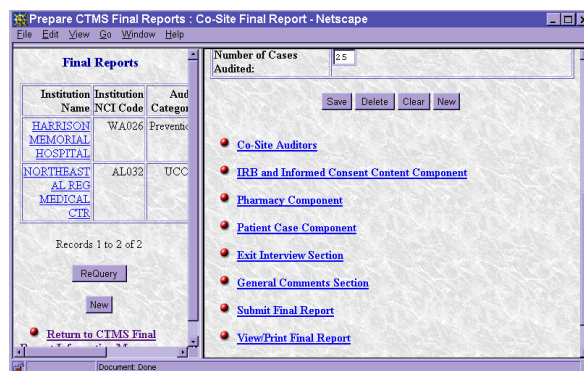
The *List Of Values: Auditor Name*, window is removed from the screen and the selected name is displayed in the *Auditor Name:* field of the right *Co-Site Auditors* frame.

16. Select **Save** from the bottom of the right **Co-Site Auditor** frame.

Success is indicated in the *right frame*.

Note: Select *ReQuery* from the left frame to update the information appearing in the left frame.

Note: Continue with this process until all audit staff has been entered.



17. Select **IRB and Informed Consent Content Review** from the left frame.

The *IRB and Informed Consent Content Review* left frame appears listing the reviews and the right frame provides specifics on the first IRB review listed in the left frame.

18. Select **New** from the bottom of either frame.

A blank *Complete IRB Component Information* frame appears on the right.

19. Select **Yes** or **No**, or, **On-site** or **Off-site** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

20. Click on the **IRB informed consent content assessment:** field down arrow and select **Acceptable**, **Acceptable needs follow-up**, or **Unacceptable**.

The selected rating appears in the field.

21. Select **Save** from the bottom of the **Complete IRB Component Information** frame on the right.

Success is indicated in the right frame.

22. Select **Pharmacy Component** from the left frame.

The **Pharmacy Review and Assessment** frames appear.

The *Pharmacy Component* left frame appears listing the reviews and the right frame provides specifics on the first pharmacy component listed in the left frame.

23. Select **New** from the bottom of either frame.

A blank *Complete Pharmacy Component Information* frame appears on the right.

24. Select **Yes** or **No**, or, **On-site** or **Off-site** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

Note: You may select **Expand Comments** to have a larger data entry area to type your comments.

25. Click on the **Accountability of investigational agents and pharmacy operations assessment:** field down arrow and select **Acceptable**, **Acceptable needs follow-up**, **Unacceptable**, or **No assessment required**.

The selected rating appears in the field.

26. Select **Save** from the bottom of the **Complete Pharmacy Component Information** frame on the right.

Success is indicated in the right frame.

27. Select **Patient Case Component** from the left frame.

The **Pharmacy Review and Assessment** frames appear.

The *Patient Case Component* left frame appears listing the reviews and the right frame provides specifics on the first patient case component listed in the left frame.

28. Select **New** from the bottom of either frame.

A blank *Complete Patient Case Component Information* frame appears on the right.

29. Select **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

30. Click on the **Review of patient case records assessment:** field down arrow and select **Acceptable**, **Acceptable needs follow-up**, or **Unacceptable**.

The selected rating appears in the field.

31. Select **Save** from the bottom of the **Complete Patient Case Component Information** frame on the right.

Success is indicated in the right frame.

32. Select **Exit Interview Section** from the left frame.

The **Exit Interview Section** frames appear.

The *Exit Interview Section* left frame appears listing the reviews and the right frame provides specifics on the first exit interview listed in the left frame.

33. Select the institution you wish to complete an exit interview section for from the left frame.

The right frame reflects this selection.

34. Select **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

35. Select **Save** from the bottom of the **Exit Interview Section** frame on the right.

Success is indicated in the right frame.

36. Select **General Comments Section** from the left frame.

The **General Comments Section** frames appear.

The *General Comments Section* left frame appears listing the reviews and the right frame provides specifics on the first exit interview listed in the left frame.

Note: You may select **Expand Comments** to have a larger data entry area to type your comments.

37.
38. Select the institution you wish to complete a general comments section for from the left frame.

The right frame reflects this selection.

39. Select **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

40. Select **Save** from the bottom of the **General Comments Section** frame on the right.

Success is indicated in the right frame.

41. Select **Submit Final Report** from the left frame.

The *Submit Final Report* frames appear with appropriate information already filled in on the right frame.

42. Enter optional information as required.
43. Select **Yes** in the **Submit Final Report:** field to submit the report now.

Success is indicated.

44. Select **Save** from the bottom of the right frame.

Success is indicated.

Note: You may select **Audit Staff** at anytime during this procedure to add or delete current audit staff associated with this report.

45. Select **Return to Final Reports** from the left frame.

The **Final Reports** frames are displayed.

Note: You may continue submitting final reports at this time.

46. Select **Return to Final Reports** from the left frame.

The **Final Reports** frames are displayed.

Note: You may continue submitting final reports at this time.

View Submitted Group Final Reports

You may review CTMS final reports that have already been submitted. This section covers reviewing these reports. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **CTMS Final Report Information** from the **CTMB Audit Information System** window.

The *CTMS Final Report Information* window appears.

2. Select **View Submitted Final Reports** from the **CTMS Final Report Information** window.

The *Query on Final Report Information* window is displayed

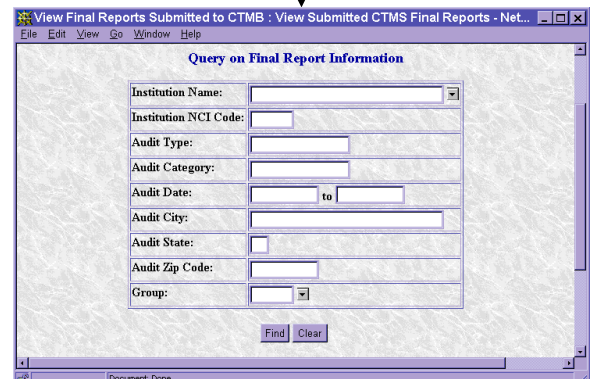
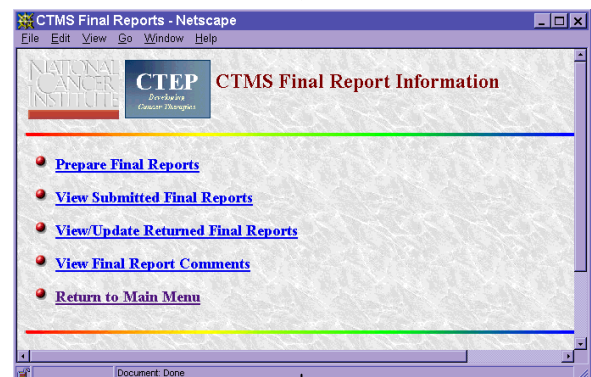
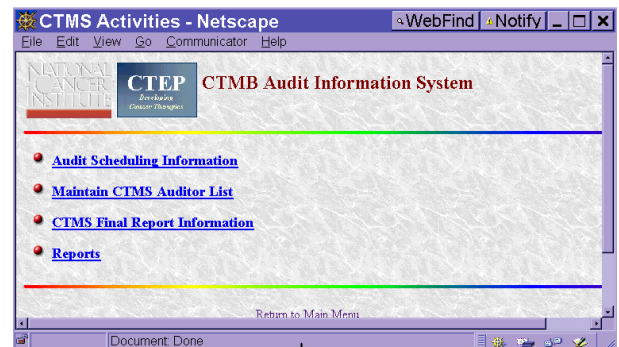
3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State, Audit Zip Code* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

4. Select the institution name from the list on the left.

OR



5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State, Audit Zip Code* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Report Information* window. All fields are automatically filled in for the selected institution name, except for the **Group** field.

6. Click on the **Group:** field down arrow to search for the desired group.

The *List of Values: Group* window appears

7. Select the group name from the list on the left.
- OR
8. Type a known part of the name in the **Search criterion for Group:** field using the wildcard % for the unknown portion, select **Find**, and select the desired group name when it appears.

The *List Of Values: Group* window is removed from the screen and the selected name is displayed in the *Group:* field of the *Query on Final Report Information* window.

List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State, Audit Zip Code

Search criterion for Institution Name:

Find Close

Institution Name	Institution NCI Code	Audit Type	Audit Category	Audit Date
BETH ISRAEL MEDICAL CENTER	NY003	Reaudit	Combined	11/18/1998
DUKE UNIV MEDICAL CTR	NC010	Reaudit	UCOP	12/02/1998

Query on Final Report Information

Institution Name: INDIANA UNIVERSITY MEDICAL CEN

Institution NCI Code: IN007

Audit Type: Routine audit

Audit Category: Treatment

Audit Date: 11/17/1998 to

Audit City: Indianapolis

Audit State: IN

Audit Zip Code: 54523

Group:

Find Clear

List Of Values: Group - Netscape

List Of Values: Group

Search criterion for Group:

% Find Close

- Group
- ACOSOG
- AMC
- BRMP
- BTCC
- CALGB
- CCG
- ECOG
- EORTC
- GOG

9. Select **Find** from the bottom of the **Query on Final Report Information** window.

The **Final Reports** listing is displayed in the left frame for the available final reports and specific information on the first report in the list is displayed in the **Final Reports** right frame.

Note: At this time you may scroll to the bottom of the right frame and select to review **CTMS Auditor Information**, **IRB and Informed Consent Component**, **Pharmacy Component**, **Patient Case Component**, **Exit Interview Section**, **General Comments Section**, or **Submission Information** on the specific final report. You may also choose to **View/Print Final Report**, which is performed using **Acrobat Reader**. Refer to Prepare Final Reports in this document for specifics on each of these actions.

View Final Reports Submitted to CTMB : View Submitted CTMS Final Reports - Net...

File Edit View Go Window Help

Query on Final Report Information

Institution Name: INDIANA UNIVERSITY MEDICAL CEN
Institution NCI Code: IN007
Audit Type: Routine audit
Audit Category: Treatment
Audit Date: 11/17/1998 to
Audit City: Indianapolis
Audit State: IN
Audit Zip Code: 54523
Group: SWOG

Find Clear

Document: Done

View Final Reports Submitted to CTMB : View Submitted CTMS Final Reports - Net...

File Edit View Go Window Help

Final Reports

Institution Name	Institution NCI Code	Audit Category	Aud Dat
INDIANA UNIVERSITY MEDICAL CENTER	IN007	Treatment	11/17

Record 1 of 1

ReQuery

Query

Return to Query Page

Final Reports

Institution Name: INDIANA UNIVERSITY MEDICAL CENTER
Institution NCI Code: IN007
Audit Type: Routine audit
Audit Category: Treatment
Audit Date: 11/17/1998
Audit City: Indianapolis
Audit State: IN
Audit Zip Code: 54523
Main Member/CCOP Name: INDIANA UNIVERSITY MEDICAL CENTER
Group: SWOG
Report Due Date: 12/15/1998
Principal Investigator: Bob Jackson
Number of Protocols: 123

Document: Done

View Final Reports Submitted to CTMB : View Submitted CTMS Final Reports - Net...

File Edit View Go Window Help

Final Reports

Institution Name	Institution NCI Code	Audit Category	Aud Dat
INDIANA UNIVERSITY MEDICAL CENTER	IN007	Treatment	11/17

Record 1 of 1

ReQuery

Query

Return to Query Page

Number of Protocols

Reviewed: 11

Number of Cases Audited: 11

- CTMS Auditor Information
- IRB and Informed Consent Component
- Pharmacy Component
- Patient Case Component
- Exit Interview Section
- General Comments Section
- Submission Information
- View/Print Final Report

Document: Done

View/Update Returned Final Reports

You may review final and/or update final reports that have been returned. This section covers reviewing and updating these reports.

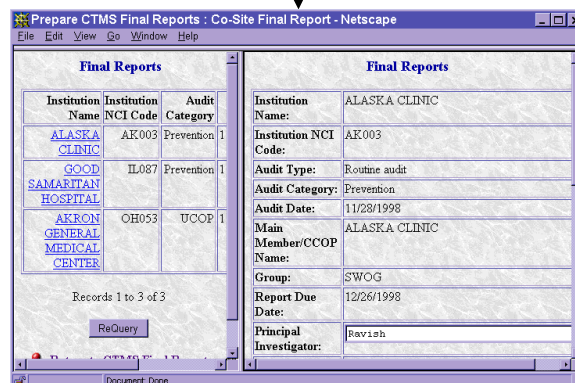
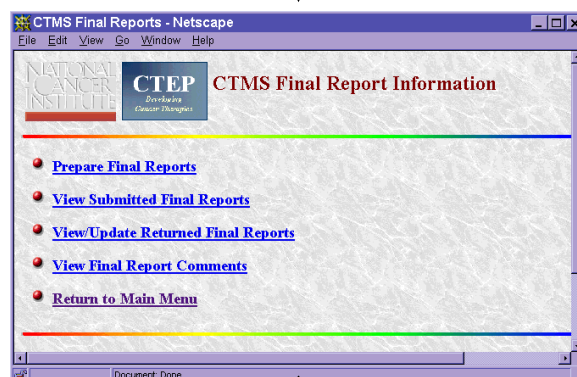
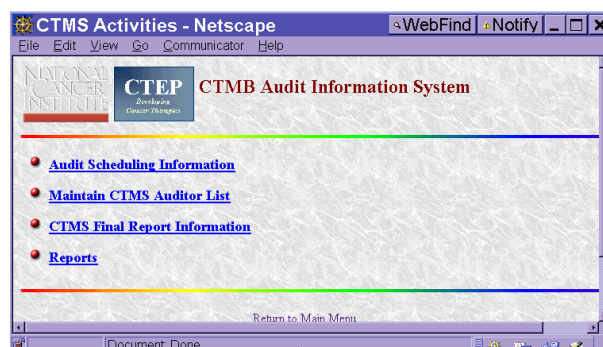
1. Select **CTMS Final Report Information** from the **CTMB Audit Information System** window.

The *CTMS Final Report Information* window appears.

2. Select **View /Update Returned Final Reports** from the **CTMS Final Report Information** window.

The **Final Reports** listing is displayed in the left frame for the available final reports and specific information on the first report in the list is displayed in the **Final Reports** right frame.

Note: At this time you may scroll to the bottom of the right frame and select to review **CTMS Auditor Information, IRB and Informed Consent Component, Pharmacy Component, Patient Case Component, Exit Interview Section, General Comments Section, or Submission Information** on the specific final report. You may also choose to **View/Print Final Report**, which is performed using **Acrobat Reader**. Refer to Prepare Final Reports in this document for specifics on each of these actions.



View Final Report Comments

You may review final report comments. This section covers reviewing final report comments. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **CTMS Final Report Information** from the **CTMB Audit Information System** window.

The *CTMS Final Report Information* window appears.

2. Select **View Final Report Comments** from the **CTMS Final Report Information** window.

The *Query on Final Report Comments* window is displayed

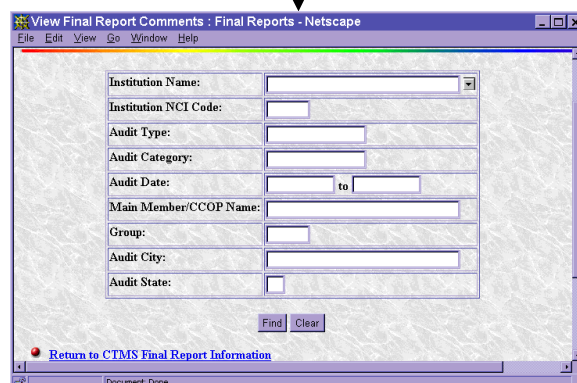
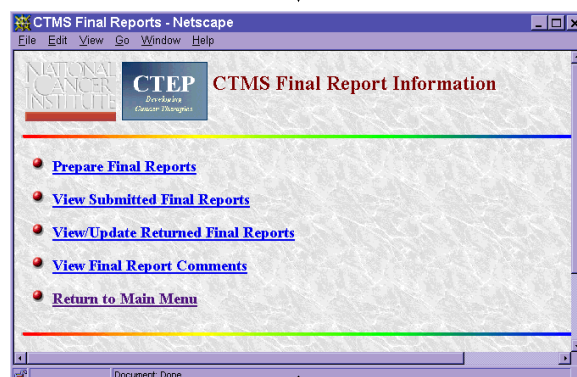
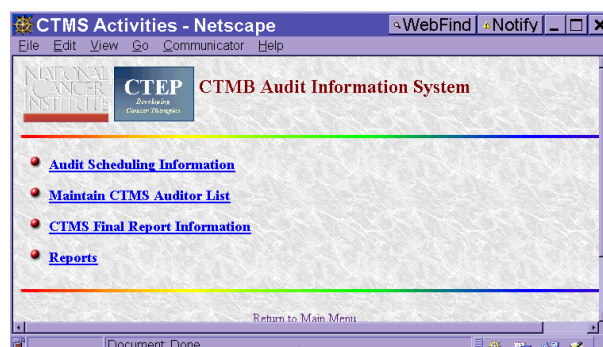
3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit City, Audit State* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

4. Select the institution name from the list on the left.

OR



5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit City, Audit State* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Report Comments* window. All fields are automatically filled in for the selected institution name.

6. Select **Find** from the bottom of the **Query on Final Report Comments** window.

The **Final Reports** listing is displayed in the left frame for the available final reports and specific information on the first report in the list is displayed in the **Final Reports** right frame.

List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit City, Audit State

Search criterion for Institution Name:

Find Close

Institution Name	Institution NCI Code	Audit Type	City	Audit Category
AKRON GENERAL MEDICAL CENTER	OH053	Routine audit	AKRON	UCOP

View Final Report Comments: Final Reports - Netscape

Institution Name: INDIANA UNIVERSITY MEDICAL CEN
 Institution NCI Code: IN007
 Audit Type: Routine audit
 Audit Category: Treatment
 Audit Date: 11/17/1998 to
 Main Member/CCOP Name: INDIANA UNIVERSITY MEDICAL CEN
 Group: SWOG
 Audit City: Indianapolis
 Audit State: IN

Find Clear

[Return to CTMS Final Report Information](#)

View Final Report Comments: Final Reports - Netscape

Institution Name	Institution NCI Code	Audit Category
BETH ISRAEL MEDICAL CENTER	NY003	Combine
COCHNER COOP	LA040	Preventio
SOUTH SUBURBAN CANCER CENTER	IL106	Preventio
OTTAWA CIVIC HOSP	11025	Preventio
DUKE UNIV MEDCL	NC010	UCOP

View Final Report Comments

Institution Name: BETH ISRAEL MEDICAL CENTER
 Institution NCI Code: NY003
 Audit Type: Reaudit
 Audit Category: Combined
 Audit Date: 11/18/1998
 Main Member/CCOP Name: ALBERT EINSTEIN COLL OF MED
 Group: ECOG
 CTMB's Comments for CTMS: ECOG report on Beth Israel, 11/18/98, acknowledged 11/25/98.

Review Reports

You may review all the reports that have been created and submitted. The following section takes you through the process of viewing the various reports and the information they contain.

Review Audit Schedule Detail Reports

You may view audit schedule detail reports once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

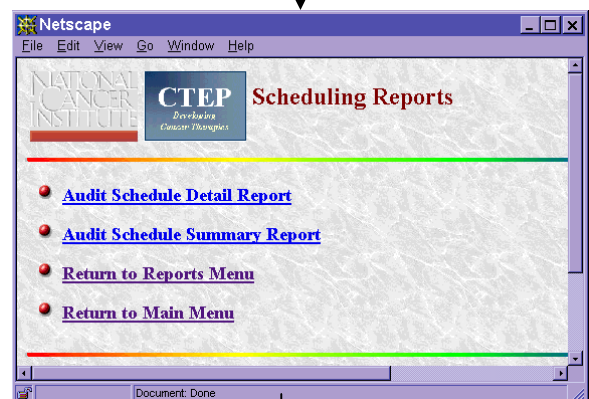
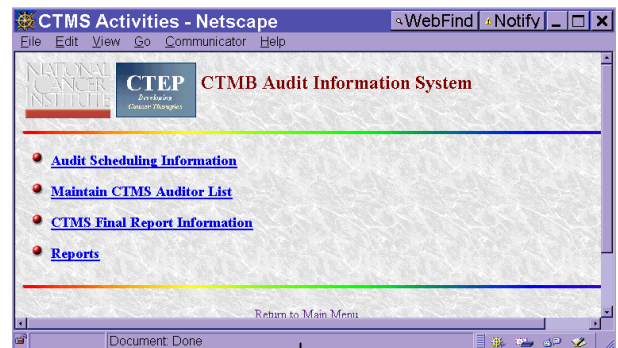
Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

The *Reports* window appears.
2. Select **Scheduling Reports** from the **Reports** window.

The *Scheduling Reports* window appears.
3. Select **Audit Schedule Detail Report** from the **Scheduling Reports** window.

The *Report Parameters* window appears.



4. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

5. Click on the **Main Member Code:** field down arrow to select the main member code whose parameters you wish to view.

The selected main member code is displayed in the *Main Member Code:* field.

6. Click on the **Main Member Name:** field down arrow to select the main member name whose parameters you wish to view.

The selected main member name is displayed in the *Main Member Name:* field.

7. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Cosite Visitor:** field down arrow to select the cosite visitor whose parameters you wish to view.

The selected cosite visitor is displayed in the *Cosite Visitor:* field.

10. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Audit Schedule Detail Report - Netscape

File Edit View Go Window Help

Report Parameters

Group : *All

Main Member Code : *All

Main Member Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Cosite Visitor : *All

Submit Query Reset

Document Done

Audit Schedule Detail Report for CTMS

Run by : CTMBALS Date : 12/1/1998

Group : CTMB

Main Member Code : NY043 Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED

Audit Date : 11/18/1998 Audit Time : 12:00 Audit Type : Routine audit Audit Duration (in days) : 2

Location : Contact Name : Phone : Fax : Email :

Audit Sites

Institution Name :	Coney Island Hospital	NCI Code :	NY078	City :	BROOKLYN	State :	NY	ZIP :
Membership Type :	Affiliate	Membership Status :	Terminated					
Patient Case Review Required :	Yes	IRB Review Required :	Yes	Pharmacy Review Required :	Yes			
Audit Category :	Combined	Cosite Visitor :	CTMB					

Auditors

Auditor Name	Type	Title	Affiliation	E-mail
Rick Mowery	CTMB			

Main Member Code : NY043 Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED

Page 1 of 60 100% 11x8.5 in

Document Done

Review Audit Schedule Summary Reports

You may view audit schedule summary reports once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

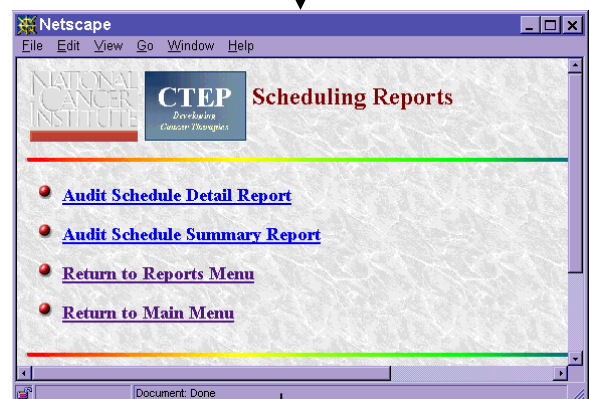
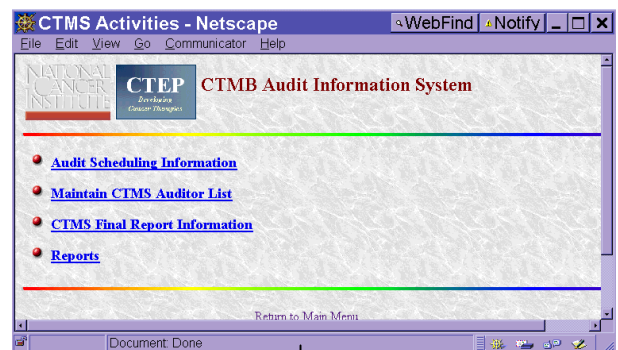
Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

The *Reports* window appears.
2. Select **Scheduling Reports** from the **Reports** window.

The *Scheduling Reports* window appears.
3. Select **Audit Schedule Summary Report** from the **Scheduling Reports** window.

The *Report Parameters* window appears.



- Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

- Click on the **Main Member Code:** field down arrow to select the main member code whose parameters you wish to view.

The selected main member code is displayed in the *Main Member Code:* field.

- Click on the **Main Member Name:** field down arrow to select the main member name whose parameters you wish to view.

The selected main member name is displayed in the *Main Member Name:* field.

- Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

- Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

- Click on the **Cosite Visitor:** field down arrow to select the cosite visitor whose parameters you wish to view.

The selected cosite visitor is displayed in the *Cosite Visitor:* field.

- Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Audit Schedule Detail Report - Netscape

Report Parameters

Group : *All

Main Member Code : *All

Main Member Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Cosite Visitor : *All

Submit Query Reset

Audit Schedule Detail Report for CTMS

Run by : CTMBALS Date : 12/1/11

Group : CTMB

Main Member Code : NY043 Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED

Audit Date : 11/18/1998 Audit Time : 12:00 Audit Type : Routine audit Audit Duration (in days) : 2

Location : Contact Name : Phone : Fax : Email :

Audit Sites

Institution Name :	Coney Island Hospital	NCI Code :	NY078	City :	BROOKLYN	State :	NY	ZIP :
Membership Type :	Affiliate	Membership Status :	Terminated					
Patient Case Review Required :	Yes	IRB Review Required :	Yes	Pharmacy Review Required :	Yes			
Audit Category :	Combined	Cosite Visitor :	CTMB					

Auditors

Auditor Name	Type	Title	Affiliation	E-mail
Rick Mowery	CTMB			

Main Member Code : NY043 Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED

Page 1 of 60 100% 11x8.5 in

Review Cosite Final Report

You may view a cosite final report once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

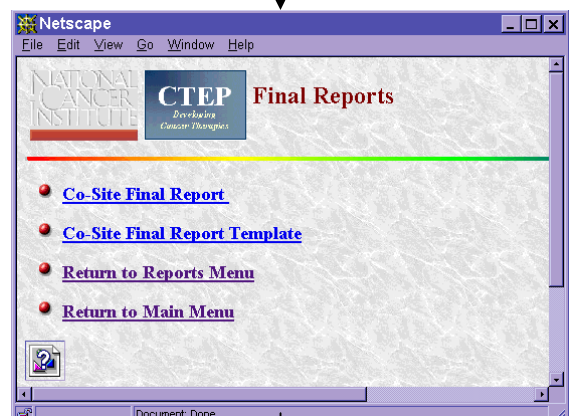
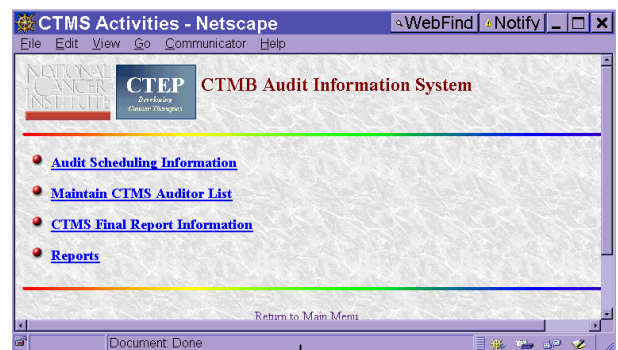
The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

The *Final Reports* window appears.

3. Select **CoSite Final Report** from the **Final Reports** window.

The *Report Parameters* window appears.



4. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

7. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

10. Click on the **Submission Flag:** field down arrow to select the submission flag whose parameters you wish to view.

The selected submission flag is displayed in the *Submission Flag:* field.

11. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Report Parameters

Group : [All] ▾

Institution Code : [All] ▾

Institution Name : [All] ▾

Audit From Date : [] (MM/DD/YYYY)

Audit To Date : [] (MM/DD/YYYY)

Audit Category : [All] ▾

Submission Flag : [All] ▾

[Submit Query] [Reset]

Co-Site Visit Report

Run by : CTMBAS

Audit Date :	11/11/1998	Group :	SWOG	Audit Category :	UCRP	Audit Type :	Routine
Institution Code :	010613	Name :	AKRON GENERAL MEDICAL CENTER, AKRON, OH 44307				
Main Member / CCOP Code :	CR027	Name :	CLEVELAND CLINIC				
Audit Location :	back yard, Gathersburg, MD 20879						

Number of Cases Audited : 1 Principal Investigator : test Number of Prot :

Co-Site Auditor Information

Name	Title	Affiliation
Carl Jackson	Auditor Supervisor	CTMB

Audit Outcome Summary

Component	Assessment
IRB and Informed Consent Content Assessment	Acceptable
Accountability of Investigational Agents and Pharmacy Operations Assessment	Acceptable
Review of Patient Case Records Assessment	Acceptable

Page 1 of 72 100% 11 x 8.5 in

Review Cosite Final Report Template

You may view a cosite final report template. This section covers review of these templates. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

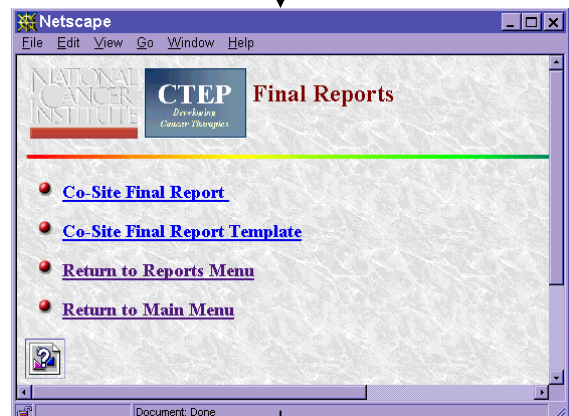
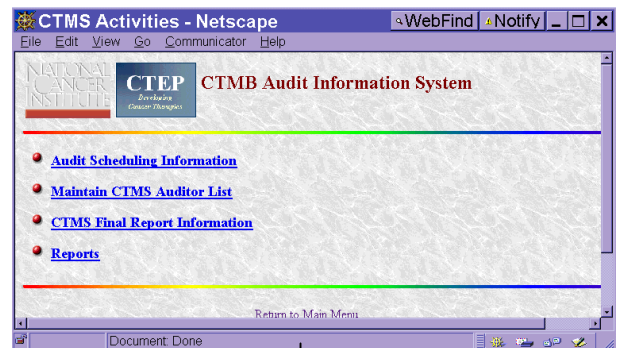
The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

The *Final Reports* window appears.

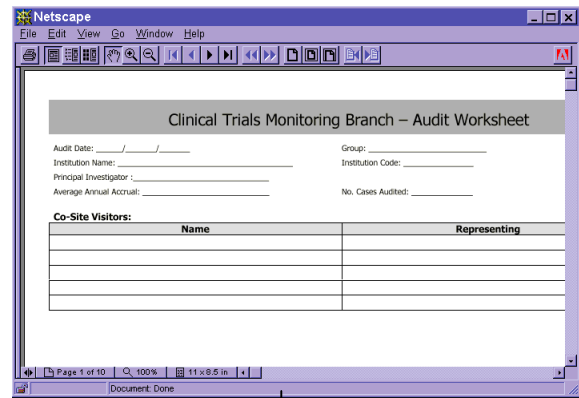
3. Select **Co-Site Final Report Template** from the **Final Reports** window.

The *Cosite Final Report Template* window appears.



4. This template may be printed or completed using **Acrobat Reader**.

This option utilizes **Acrobat Reader** to display the template on screen.



The screenshot shows a Netscape browser window with the title "Clinical Trials Monitoring Branch – Audit Worksheet". The form contains the following fields:

- Audit Date: _____/_____/_____
- Group: _____
- Institution Name: _____
- Institution Code: _____
- Principal Investigator: _____
- Average Annual Accrual: _____
- No. Cases Audited: _____

Below these fields is a table for "Co-Site Visitors":

Name	Representing

The status bar at the bottom indicates "Page 1 of 10", "100%", and "11 x 8.5 in".



Review Pre-populated Preliminary Report Template

You may view a pre-populated preliminary report template. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

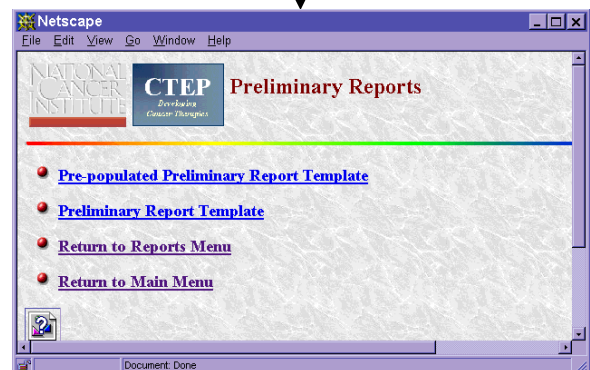
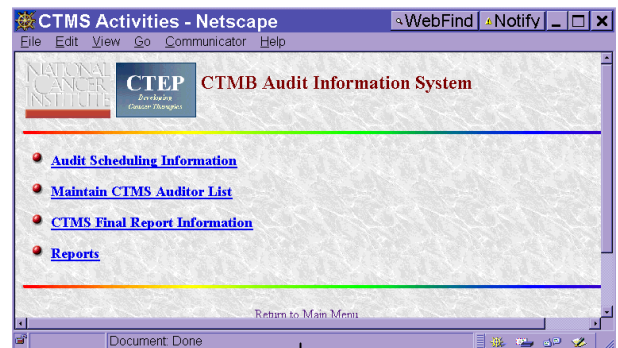
Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.
2. Select **Preliminary Reports** from the **Reports** window.

The *Reports* window appears.

3. Select **Pre-populated Preliminary Report Template** from the **Preliminary Reports** window.

The *Report Parameters* window appears.



- Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

- Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

- Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

- Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.
- Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.
- Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Pre-populated Preliminary Report Template - Netscape

File Edit View Go Window Help

Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Submit Query Reset

Document: Done

Netscape

File Edit View Go Window Help

Co-site Visitor Preliminary Report

Group : SWOG NCI Code : OHS3 Category : UCOF

Institution : AKRON GENERAL MEDICAL CENTER, AKRON, OH

Main Member/CCOP Name : CLEVELAND CLINIC Main Member/CCOP NCI Code : OHS07

Audit Date : 11/11/1998

Audit Type : Routine audit Components : IRB, P, PC

Audit Team Leader : Telephone : (blank)

Name of Co-site Visitor : Representing : ☒ NCI ☐ CTMS (check one)

MAJOR DEFICIENCIES WITH IRB OR INFORMED CONSENT CONTENT : NO / YES

DRUG ACCOUNTABILITY/PHARMACY NON-COMPLIANCE : NO / YES

Submit Query Reset

Document: Done

Review Preliminary Report Template

You may view a preliminary report template. This section covers review of these templates. All fields on the Query screen do not need to be completed to find existing information.

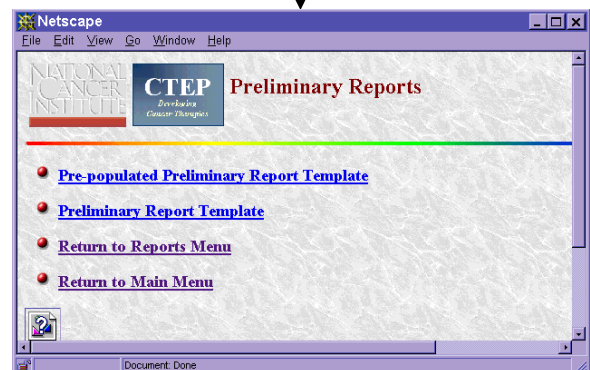
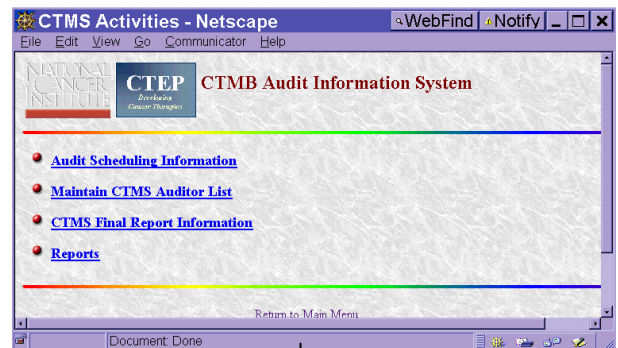
Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

The *Reports* window appears.
2. Select **Preliminary Reports** from the **Reports** window.

The *Preliminary Reports* window appears.
3. Select **Preliminary Report Template** from the **Preliminary Reports** window.

The *Co-Site Visitor Preliminary Report* window appears.



4. This template may be printed or completed using **Acrobat Reader**.

This option utilizes **Acrobat Reader** to display the template on screen.

The screenshot shows a Netscape browser window with a purple title bar and menu bar. The main content area displays a form titled "Co-site Visitor Preliminary Report". The form contains several fields for data entry, organized into two columns. The first column includes fields for Group, Institution, Main Member/CCOP Name, Audit Date, Audit Type, Audit Team Leader, and Name of Co-site Visitor. The second column includes fields for NCI Code, Category, Main Member/CCOP NCI Code, Components, Telephone, and Representing (with checkboxes for NCI and CTMS). Below these fields are two sections for text input: "MAJOR DEFICIENCIES WITH IRB OR INFORMED CONSENT CONTENT : NO / YES If YES, briefly describe :" and "DRUG ACCOUNTABILITY/PHARMACY NON-COMPLIANCE : NO / YES If YES, briefly describe :". The browser's status bar at the bottom indicates "Page 1 of 1", "100%", and "8.5 x 11 in".

Co-site Visitor Preliminary Report

Group : _____ NCI Code : _____ Category : _____

Institution : _____

Main Member/CCOP Name : _____ Main Member/CCOP NCI Code : _____

Audit Date : _____ Components : _____

Audit Type : _____ Telephone : _____

Audit Team Leader : _____

Name of Co-site Visitor : _____ Representing : ☐ NCI ☐ CTMS (check one)

MAJOR DEFICIENCIES WITH IRB OR INFORMED CONSENT CONTENT : NO / YES
If YES, briefly describe : _____

DRUG ACCOUNTABILITY/PHARMACY NON-COMPLIANCE : NO / YES
If YES, briefly describe : _____

Page 1 of 1 100% 8.5 x 11 in Document Done

Review Final Report Submission Tracking Report

You may view a final report submission tracking report that tracks specific events. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

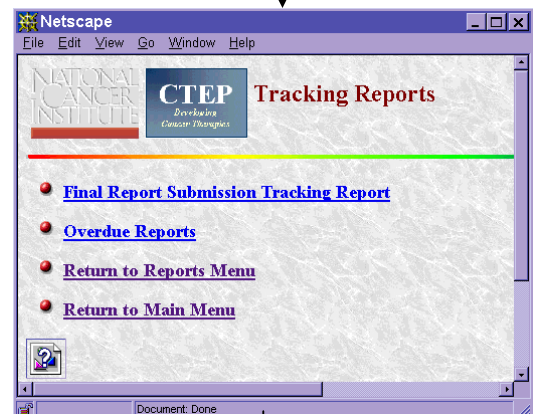
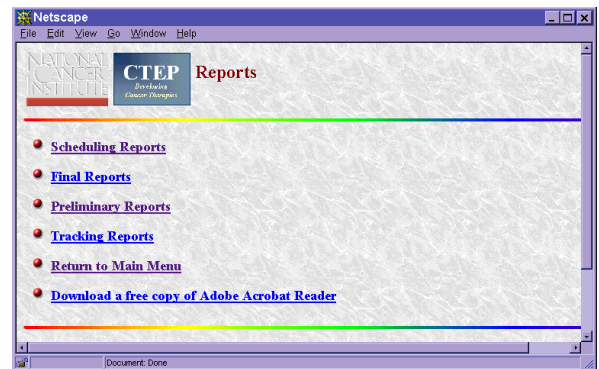
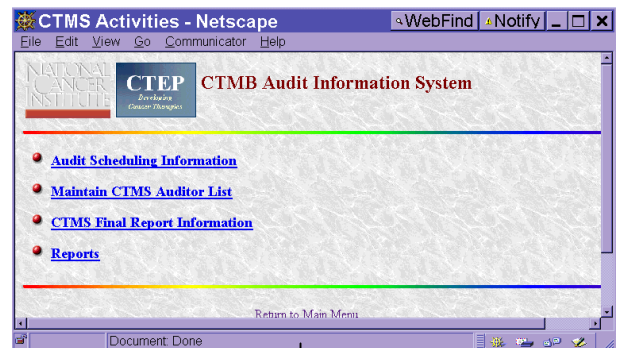
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Final Report Submission Tracking Reports** from the **Tracking Reports** window.

The *Report Parameters* window appears.



4. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected status is displayed in the *Group:* field.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

7. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

10. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Final Report Submission Tracking Report - Netscape

Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Audit Category : *All

Submit Query Reset

Final Report Submission Tracking Report

Run by : CTMBAIS

Group	Audit Date	Institution Name	Institution Code	Audit Category	Final Report Due Date
SWOG	11/11/1998	AKRON GENERAL MEDICAL CENTER	OH053	UCOP	12/12/1998
SWOG	12/02/1998	NORTHEAST AL REG MEDICAL CTR	AL032	UCOP	12/30/1998
SWOG	12/09/1998	WEST SUBURBAN HOSPITAL	IL020	Prevention	01/07/1999

Review Overdue Reports

You may view overdue reports. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

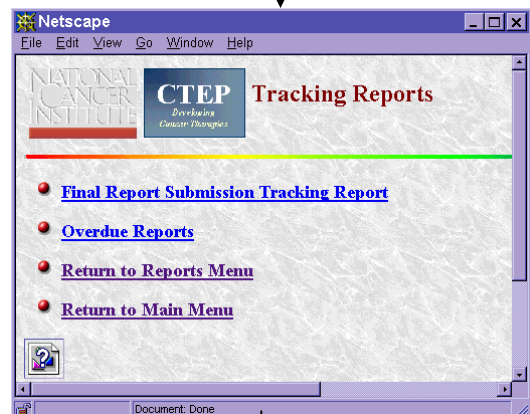
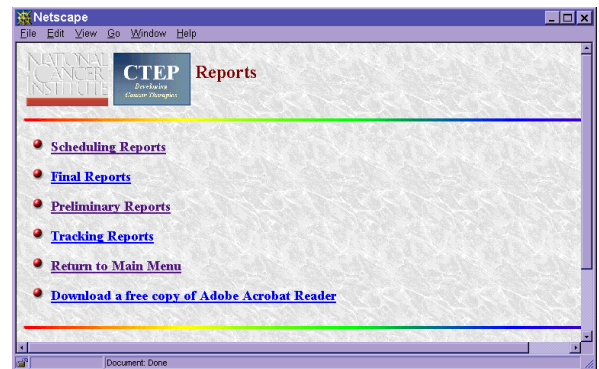
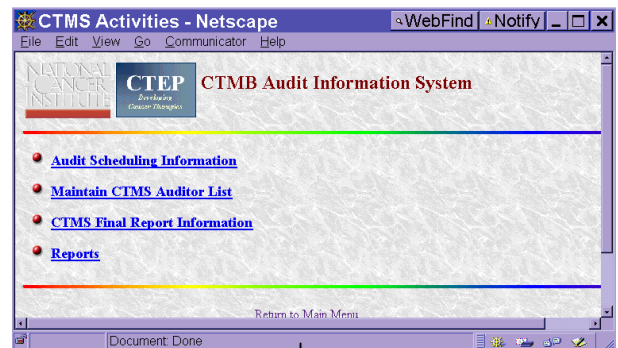
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Overdue Reports** from the **Tracking Reports** window.

The *Overdue Reports* window appears.



4. Select **Overdue Final Reports** from the **Overdue Reports** window.

The *Report Parameters* window appears.

5. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected status is displayed in the *Group:* field.

6. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

7. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

8. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

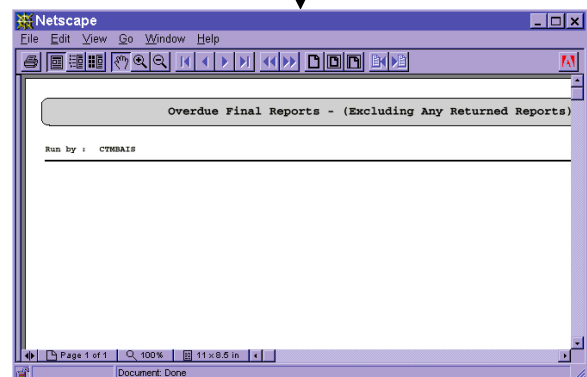
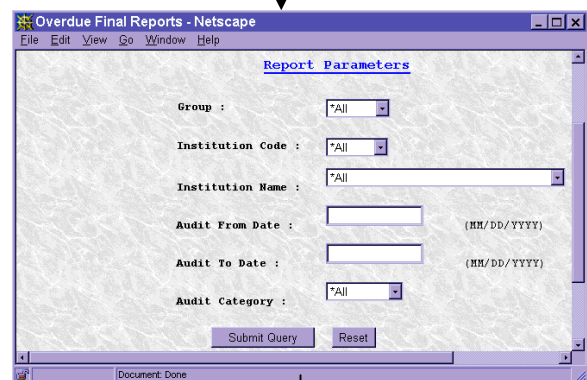
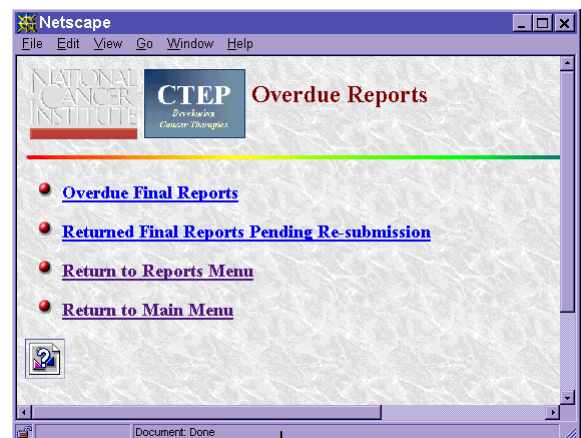
9. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

10. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

11. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.



Review Returned Reports Pending Re-submission

You may view overdue follow-up items. This section covers review of these items. All fields on the Query screen do not need to be completed to find existing information.

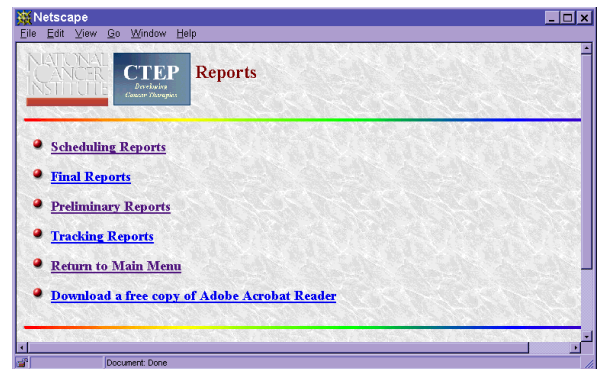
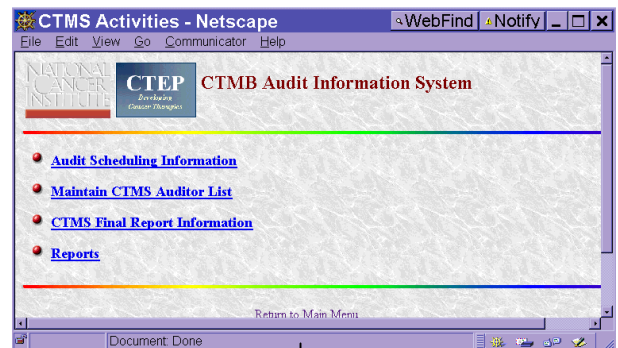
Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

The *Reports* window appears.
2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.
3. Select **Final Reports Pending Re-Submission** from the **Tracking Reports** window.

The *Report Parameters* window appears.



4. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected status is displayed in the *Group:* field.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

7. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

10. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Returned Final Reports Pending Resubmission - Netscape

Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Audit Category : *All

Submit Query Reset

Returned Final Reports Pending Resubmission

Run by : CTMBAIS

Group	Audit Date	Institution Name	Institution Code	Audit Category	Date Return For Update
SWOG	11/11/1998	AKRON GENERAL MEDICAL CENTER, AKRON, OH	OH053	UCOP	

Page 1 of 1 100% 11 x 8.5 in